

CHAPTER 1

ELECTRIC ESP DIRECT ACCESS PRELIMINARY PROCEDURES

Overview

This chapter focuses primarily on the types of documents which Electric ESPs will need to submit prior to participation in Direct Access (DA). The chapter also discusses the timing involved with reviewing and processing the documentation submitted by Electric ESPs.

Prerequisites

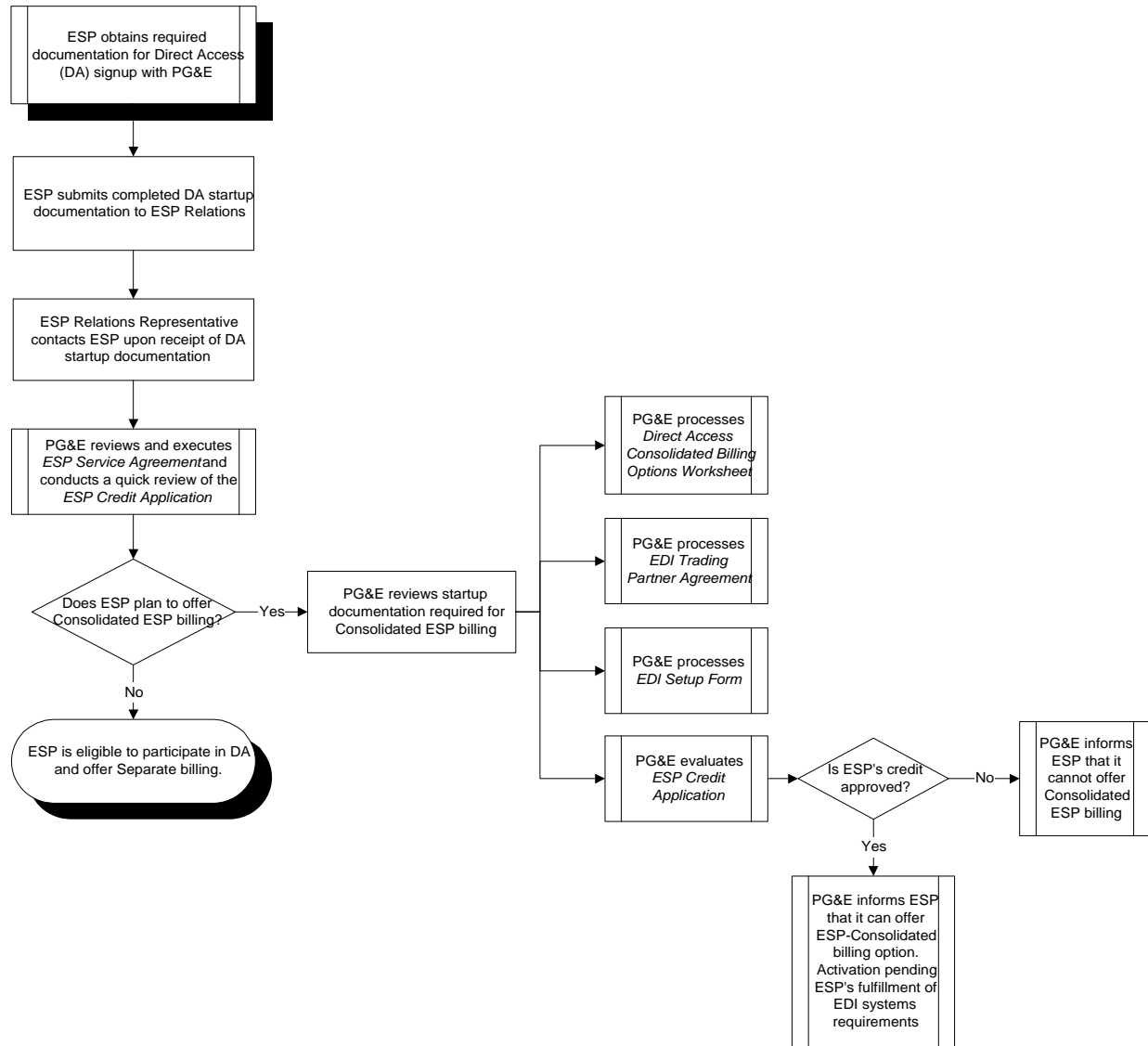
Prior to starting DA preliminary procedures, an Electric ESP must register with the CPUC if it intends to serve “Small Customers.” Small Customers are defined per revised Rule 1 as customers on demand-metered schedules (A-10 and E-19V), with less than 50kW maximum billing demand per meter for at least nine (9) billing periods during the most recent twelve (12) month period **or** any customer on a non-demand metered schedule (A-1 and A-6).

Detailed information regarding registering with the CPUC can be obtained by visiting the CPUC Web site (see Information Websites at the end of Chapter 1 in this handbook).

Checklist of key steps

#	STEP
1.	Electric ESP obtains required documentation for Direct Access (DA) signup with PG&E
2.	Electric ESP submits completed DA startup documentation to ESP Services
3.	ESP Services Representative contacts Electric ESP upon receipt of DA startup documentation
4.	PG&E reviews all submitted DA forms and documentation
5.	ESP Services Representative informs the Electric ESP of the type of DA participation for which it is eligible

Electric ESP Direct Access Preliminary Procedures Illustrated



Procedures

This section provides a detailed discussion of the process steps outlined within the Checklist of Key Steps.

1. *Electric ESP obtains required documentation for Direct Access (DA) signup with PG&E*

Electric ESPs interested in participating in DA with PG&E will need to complete and execute the forms indicated in the DA Forms Table below. Information on filling out the DA forms is provided in the sections following the DA Forms Table.

DA startup forms can either be downloaded from the “DA Documents” link on the ESP Resource Center website (see Information Websites at the end of Chapter 1 in this handbook) or obtained from PG&E’s ESP Services.

Electric ESPs may also contact ESP Services via the ESP Services hotline at 415-973-1666, should they have any questions regarding the DA forms.


DA FORMS TABLE

#	DOCUMENT	DESCRIPTION	WHEN REQUIRED
1.	Energy Service Provider Service Agreement (the “ESP Service Agreement”)	This document specifies the roles and responsibilities of both the Electric ESP and PG&E with respect to DA business transactions and interactions which transpire between the two parties. Note that the content of the ESP Service Agreement may be amended from time to time at the direction of the CPUC.	Always
2.	Energy Service Provider information	Document which asks for detailed information about the Electric ESP which is not included within the <i>ESP Service Agreement</i> .	Always
3.	ESP Credit Application and Electric ESP’s financial statements	PG&E uses the Electric ESP’s Credit Application and financial statements to evaluate the credit worthiness of the Electric ESP.	Always

#	DOCUMENT	DESCRIPTION	WHEN REQUIRED
4.	Direct Access Consolidated Billing Options Worksheet	This form specifies the services and other information related to the selection of billing options. The form also serves as an authorization for PG&E to commence preparations which are necessary to establish the billing options selected by the Electric ESP.	If the Electric ESP plans to offer Consolidated ESP and/or Consolidated UDC billing
5.	EDI Trading Partner Agreement	The primary purpose of the agreement is to establish the binding nature of financial charge and payment data which is transmitted electronically between the Electric ESP and PG&E. The agreement also specifies that data be exchanged in accordance with the American National Standards Institute (ANSI) Business Interchange Standards, which is currently ANSI X12.	If the Electric ESP plans to offer the Consolidated ESP billing option
6.	EDI Setup Form	This form specifies EDI systems details relevant to the electronic transmission of financial charge and payment data.	If the Electric ESP plans to offer the Consolidated ESP billing option
7.	MDMA Approval Application and Checklist	Forms required to apply for approval as an MDMA.	If the Electric ESP plans to provide MDMA services.

ESP SERVICE AGREEMENT

The following exhibit shows the first page of the [ESP Service Agreement](#).

	Pacific Gas and Electric Company ENERGY SERVICE PROVIDER (ESP) SERVICE AGREEMENT
This Energy Service Provider (ESP) Service Agreement (this "Agreement") is made and entered into as of this ___ day of _____, _____, by and between _____ ("ESP"), a _____ organized and existing under the laws of the state of _____, and "Pacific Gas and Electric Company" ("PG&E"), a corporation organized and existing under the laws of the state of California. From time to time, ESP and PG&E shall be individually referred to herein as a "Party" and collectively as the "Parties."	
Section 1: General Description of Agreement	
1.1	This Agreement is a legally binding contract. The Parties named in this Agreement are bound by the terms set forth herein and otherwise incorporated herein by reference. This Agreement shall govern the business relationship between the Parties hereto by which ESP shall offer electrical energy services, including, but not limited to, account maintenance and billing services, electrical meter installation meter reading services and/or any other services that may be approved by the California Public Utilities Commission ("CPUC") in Direct Access transactions with customers in PG&E's service territory ("Direct Access Services"). Each Party, by agreeing to undertake specific activities and responsibilities for or on behalf of customers, acknowledges that each Party shall relieve and discharge the other Party of the responsibility for said activities and responsibilities with respect to those customers. Except where explicitly defined herein (including Attachment A hereto) the definitions controlling this Agreement are contained in PG&E's applicable rules or in the relevant direct access tariff.
1.2	The form of this Agreement has been developed as part of the CPUC regulatory process, was intended to conform to CPUC directions, was filed and approved by the CPUC for use between PG&E and ESPs and may not be waived, altered, amended or modified, except as provided herein or in the relevant direct access tariff or as may otherwise be authorized by the CPUC.
Section 2: Representations	
2.1	Each Party represents that it is and shall remain in compliance with all applicable laws and tariffs, including applicable CPUC requirements.
2.2	Each person executing this Agreement for the respective Parties expressly represents and warrants that he or she has authority to bind the entity on whose
<small>Form No. 39-948 Page 1 of 16 Tariffs & Compliance October 31, 1997</small>	

1.1 - [ESP SERVICE AGREEMENT \(PAGE 1 OF 16\)](#)

ABOUT SECTION 22, BILLING OPTIONS

The Electric ESP's selection of the Consolidated ESP billing option is contingent upon meeting DA tariff creditworthiness requirements and EDI requirements. EDI requirements include submission of the EDI

Trading Partner Agreement and EDI Setup Form as well as satisfactory systems capability for EDI transaction exchange.

Creditworthiness requirements are discussed in the subsequent section, ESP Credit Application and Financial Statements.

EDI testing procedures and detail on EDI protocol are covered within Chapter 2: Direct Access Setup.

ABOUT SECTION 23, METERING AND METER READING OPTIONS


If the Electric ESP has indicated that it will be offering all or some metering and meter reading services to its customers, it will need to meet the established requirements for the types of services it plans to offer. Electric ESPs should consult Chapter 5: Metering of this handbook for a synopsis of guidelines. Failure to meet established Meter Service Provider (MSP) or Meter Data Management Agent (MDMA) requirements prior to submitting Direct Access Service Requests (DASRs) can result in delayed DASR processing or rejection.

ENERGY SERVICE PROVIDER INFORMATION FORM

This form addresses additional information about the Electric ESP which is not specified within the ESP Service Agreement. Types of information include the Electric ESP's emergency contact telephone numbers, business hours, time zone, additional key functional contacts, etc. PG&E's ESP Services group in turn uses this information to better tailor the customer services it provides to Electric ESPs.

ESP CREDIT APPLICATION AND FINANCIAL STATEMENTS

The following shows the first page of the [ESP Credit Application](#).

	<p>Pacific Gas and Electric Company ESP Credit Application</p>																									
<p>PG&E will determine, in its sole discretion, if an applicant meets PG&E's creditworthiness standards. If PG&E determines an applicant has demonstrated sufficient creditworthiness to be a Electric Service Provider, PG&E shall establish a credit line for the applicant.</p> <p>An applicant shall forward this completed and signed application, and accompanying financial information to the following address:</p> <p style="text-align: center;">ESP Relations Pacific Gas and Electric Company 123 Mission Street Mailcode 4288 San Francisco, CA 94127</p> <p>An applicant will not be eligible to be a Electric Service Provider until PG&E approves the applicant's credit application and the applicant and PG&E execute an Electric Service agreement.</p> <p>Please furnish the following information:</p>																										
<p>1. Applicant/Company:</p> <p>Applicant name (i.e. company): _____</p> <p>State of Incorporation (Please mark N/A if not incorporated): _____</p> <p>Federal Tax ID: _____ State Tax ID: _____</p> <p>WMD/GE Certification w/Exp. Date: _____</p> <p>DBE QUAS # _____ Internet Web Site: _____</p> <p>Parent Company: _____ State of Incorporation: _____</p>																										
<p>2. Credit or Financial Contact Person:</p> <p>First and Last Name: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>City, State, Zip Code, Country: _____</p> <p>E-mail address: _____</p> <p>Telephone: (____) _____</p> <p>Facsimile: (____) _____</p>																										
<p>3. Representations:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th colspan="2" style="text-align: center; border-bottom: 1px solid black;">Applicant</th> <th colspan="2" style="text-align: center; border-bottom: 1px solid black;">Parent</th> </tr> <tr> <th style="text-align: left; font-size: small;">Is the applicant and/or their parent:</th> <th style="text-align: center; font-size: small;">Yes</th> <th style="text-align: center; font-size: small;">No</th> <th style="text-align: center; font-size: small;">Yes</th> <th style="text-align: center; font-size: small;">No</th> </tr> </thead> <tbody> <tr> <td style="font-size: small;">1. Operating under federal bankruptcy laws?</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="font-size: small;">2. Subject to pending litigation or regulatory proceedings in state or federal courts which could cause a substantial deterioration of Applicant's and/or Parent's financial condition?</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="font-size: small;">3. Subject to collection lawsuits or outstanding judgments which could impact solvency?</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>			Applicant		Parent		Is the applicant and/or their parent:	Yes	No	Yes	No	1. Operating under federal bankruptcy laws?	_____	_____	_____	_____	2. Subject to pending litigation or regulatory proceedings in state or federal courts which could cause a substantial deterioration of Applicant's and/or Parent's financial condition?	_____	_____	_____	_____	3. Subject to collection lawsuits or outstanding judgments which could impact solvency?	_____	_____	_____	_____
	Applicant		Parent																							
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2. Subject to pending litigation or regulatory proceedings in state or federal courts which could cause a substantial deterioration of Applicant's and/or Parent's financial condition?	_____	_____	_____	_____																						
3. Subject to collection lawsuits or outstanding judgments which could impact solvency?	_____	_____	_____	_____																						
<p>4. Number of Direct Access Customers by Class:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Residential _____</td> <td style="width: 25%;">Medium Commercial _____</td> <td style="width: 25%;">Agriculture _____</td> </tr> <tr> <td>Small Commercial _____</td> <td>Large Commercial/Industrial _____</td> <td>Lighting _____</td> </tr> </table>		Residential _____	Medium Commercial _____	Agriculture _____	Small Commercial _____	Large Commercial/Industrial _____	Lighting _____																			
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1.2 - [ESP CREDIT APPLICATION \(PAGE 1 OF 2\)](#)

All Electric ESPs interested in participating in DA with PG&E must complete the ESP Credit Application and submit a set of financial statements pursuant to the specifications of the ESP Credit Application.

ESP CREDITWORTHINESS REQUIREMENTS

Electric ESPs planning to offer Consolidated ESP billing to end-use customers must meet DA tariff creditworthiness requirements. Electric ESPs who plan to offer either UDC Consolidated or Separate billing to end-use customers may also be subject to creditworthiness requirements. In some cases, PG&E will require Separate billing for Electric ESPs who fail to meet creditworthiness requirements. Additionally, PG&E may require advance payment of authorized service fees for Electric ESPs who offer either UDC Consolidated or Separate billing.

CREDIT EVALUATION PARAMETERS

Electric ESPs who satisfy primary or alternate creditworthiness requirements as described below may offer Consolidated ESP billing to end-use customers. The parameters for credit evaluations and security deposits are summarized below. Electric ESPs should consult PG&E's DA Rule 22, Section N for comprehensive details regarding credit evaluation provisions.

PRIMARY CREDIT REQUIREMENTS

PG&E will consider an Electric ESP creditworthy if it has obtained a credit rating of either:

- Baa2 or higher from Moody's
- BBB or higher from Standard & Poor's, Fitch, or Duff & Phelps

The credit evaluation may be conducted by an outside credit analysis agency, as determined by PG&E.

ALTERNATE CREDIT REQUIREMENTS

Electric ESPs may provide credit security in lieu of satisfying the unsecured credit requirements outlined above. The amount of the security required to establish credit will be twice the estimated maximum monthly bill for PG&E charges.

With PG&E's approval, credit security may be in the form of any of the following:

1. Cash deposit
2. Letter of credit
3. Surety bond

4. Guarantee, with the guarantor having a credit rating of

- Baa2 or higher from Moody's
- BBB or higher from Standard & Poor's, Fitch, or Duff & Phelps

Electric ESPs can download PG&E's Guarantee document from the ESP Resource Center website (see Information Websites at the end of Chapter 1 in this handbook) or can be obtained by calling the ESP Services hotline at 415-973-1666.

The following exhibit is an example of the first page of PG&E's [Corporate Guarantee](#) document.



GUARANTEE

THIS GUARANTEE ("Guarantee") dated as of _____, 19____, is made by _____, a corporation ("Guarantor") for the benefit of Pacific Gas and Electric Company, a California corporation ("PG&E"), in consideration of PG&E entering into contracts with or furnishing service or credit to _____, an Electric Service Provider ("ESP").

WHEREAS, PG&E and ESP have entered or expect to enter into one or more service agreements and other agreements and transactions relating thereto ("Agreements");

WHEREAS, PG&E's Direct Access Tariff provides that PG&E may require an ESP to establish its creditworthiness through, among other things, a security deposit in the form of a guarantee;

NOW, THEREFORE, for value received, and to induce PG&E to enter into such Agreements with ESP and to extend credit to ESP, Guarantor provides this Guarantee to PG&E as a part of the consideration for PG&E entering into such Agreements and agrees as follows:

1. **Guarantee.** Guarantor unconditionally guarantees to PG&E its successors and assigns the prompt and complete payment of all amounts due and payable by ESP to PG&E pursuant to the Agreements and PG&E's Direct Access Tariffs, ("Obligations") whether by acceleration or otherwise to a maximum amount, at any one time, of _____ (\$ _____ "Guarantee Cap") except, as otherwise provided in Section 4 (f) below, plus costs of collection, including reasonable attorney's fees and any other reasonable costs of enforcing this Guarantee.

This is a continuing guarantee of payment and performance and not of collection. If ESP defaults in the payment or performance when due or any part of it for any reason, Guarantor will pay all sums due and owing or provide performance directly to PG&E promptly upon PG&E's demand on Guarantor. PG&E shall have the right to demand payment from Guarantor to the same extent as PG&E would have the right under PG&E's Direct Access Tariffs and the Agreements to draw on a cash deposit posted by ESP. All payments hereunder shall be made without setoff or counterclaim except to the extent of any setoff or counterclaims and defenses to payment which ESP has arising out of the transaction or transactions under which payment of the Guarantee is sought, other than those arising out of the insolvency of, or filing under the Bankruptcy Code by, ESP.

2. **Guarantor's Obligations.** Guarantor's Obligations under this Guarantee are absolute and unconditional, shall remain in full force until all Obligations have been paid or performed or until terminated in accordance with Section 3 hereof, and shall not be released or discharged for: (i) PG&E's waiver of ESP's performance of any obligation or ESP's default under the Agreements; (ii) PG&E's extension of time for payment or performance by ESP under the Agreements or the amendment, extension or renewal of the Agreements or any Obligations; (iii) any delay or failure by PG&E to enforce or exercise any right or remedy under the Agreements, or waiver by PG&E of any such right or remedy; (iv) any failure by ESP's customers to pay for ESP's services or any part thereof; (v) any transfer, assignment or mortgaging by ESP or PG&E of any interest in the Agreements or this Guarantee; (vi) the release or discharge of ESP from the performance or observance of any obligations by operation of law or otherwise; (vii) the voluntary or involuntary liquidation, dissolution, sale or other disposition of all or substantially all the assets and liabilities, or the voluntary or involuntary receivership, insolvency, bankruptcy, assignment for the benefit of creditors, reorganization, or other similar proceeding affecting ESP, or the disaffirmance of the Agreements in any such proceeding; (viii) any merger, consolidation or other reorganization to which ESP, Guarantor or any related entity is a party, or any direct or indirect sale or disposition of Guarantor's or ESP's assets or Guarantor's direct or indirect ownership interest in ESP; or (ix) the release, acceptance or disposal of any collateral by PG&E for any of the Obligations.

Guarantor is aware of, and consents to, the terms of the Agreements and agrees that the Agreements

Page 1 of 4

1.3 – CORPORATE GUARANTEE (PAGE 1 OF 4)

DIRECT ACCESS CONSOLIDATED BILLING OPTIONS WORKSHEET

The following shows the first page of the [Direct Access Consolidated Billing Options Worksheet](#).

DA BILLING OPTIONS WORKSHEET



Pacific Gas and Electric Company

Direct Access Consolidated Billing Options Worksheet

- Distribution:
- PG&E ESP Relations (Original)
 - ESP (Copy)
 - PG&E DA Billing & Records Unit
 - PG&E ESP Billing Services

This Direct Access Consolidated Billing Options Worksheet lists the various detailed options and services that _____ (ESP) has selected related to the direct access consolidated billing options. The ESP authorizes PG&E to provide the following billing options and services, as checked below, and to commence any preparatory work necessary to carry out the billing options. The items in this Worksheet are subject to the fees and charges outlined in Direct Access Rule 22 and the E-DASR and E-ESP rate schedules.

Instructions for filling out this worksheet:

1. This form is to be filled out by the Electric ESP. It is to be filled out for each consolidated billing option that you would like PG&E to provide.

2. Some options may require additional services that you would like PG&E to provide.

3. Some options may require additional services that you would like PG&E to provide.

Consolidated Billing Option

Invoice Format (choose one):

One-line summary on PG&E bill One-line summary on PG&E bill with ESP bill detail page

Type of Billing:

Rate-Ready (choose the rate structure(s) and indicate the rate schedule name(s))

non-volumetric fixed price

i-the price per kWh or therm

2-the price per kWh or therm

3-the price per kWh or therm

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Send Message (Submit separate worksheet for each new message):

First Duration (choose one):

Seasonal One Time

Message Audience (choose one):

Specific Rate Schedules All Rate Schedules

Print Period From: _____ To: _____ Rate Schedules: _____

Message: _____

Consolidated Billing Option

Billing Entry: Self Billing Agent (submit separate worksheet for each change)

Delivery of Mandated Notices (choose one):

Electronic Transmission Deliver to ESP's Billing Entity Separate mailing by PG&E

Name: _____ Address: _____ Contact: _____ Telephone: _____

Dual Commodity Billing (choose one):

For All customers For Sale of electricity (submit list of customers)

THE SHADDED AREAS ARE INDICATED IN THE DIRECT ACCESS SERVICE REQUEST (DASR).

1.4 - [DIRECT ACCESS CONSOLIDATED BILLING OPTIONS WORKSHEET \(PAGE 1 OF 2\)](#)

INSTRUCTIONS FOR COMPLETING THE DIRECT ACCESS CONSOLIDATED BILLING OPTIONS WORKSHEET

Specifications made by the Electric ESP on this worksheet will determine the bill format that is generated for Consolidated ESP and Consolidated UDC invoices to end-use customers.

1. Electric ESPs will need to mark the checkbox(es) for the consolidated billing option(s) that it plans to provide.
2. For each consolidated billing option section, the Electric ESP indicates the additional options that it would like PG&E to provide.

3. As some services are exclusive of others, the Electric ESP should only select one option where indicated.

REQUIRED FORMAT FOR THE PG&E BILL DETAIL PAGE INCLUDED ON CONSOLIDATED ELECTRIC ESP BILLS

Electric ESPs who plan to offer the Consolidated ESP billing option should be aware of PG&E's requirements for the format of the PG&E bill detail page. Detailed information and examples of PG&E's bill format requirements are addressed within Chapter 7: Billing, under the section heading Consolidated UDC Billing.

EDI TRADING PARTNER AGREEMENT

The following shows the first page of the EDI Trading Partner Agreement.

The EDI Trading Partner Agreement consists of the main agreement text and an Appendix to the agreement. The Electric ESP will need to complete sections within both the EDI Trading Partner Agreement and the Appendix to the agreement as indicated below.

MAIN AGREEMENT

In section 5.0 under Trade Partner, the ESP corporate representative signs on the signature line and provides their printed name, title, and date on the appropriate lines.

The following shows the first page of the [EDI Trading Partner Agreement](#).



Pacific Gas and Electric Company

**ELECTRONIC DATA INTERCHANGE (EDI)
TRADING PARTNER AGREEMENT**

- Distribution:
- Customer (Original)
 - Division (Original)
 - Customer Billing
 - Field Application Support

THIS ELECTRONIC DATA INTERCHANGE TRADING PARTNER AGREEMENT (the "Agreement") is made as of _____, 19____, by and between _____ ("Trade Partner"), and Pacific Gas and Electric Company ("PG&E"), a California Corporation.

RECITALS

Trade Partner and PG&E desire to participate in the electronic transmittal and receipt data in agreed formats in substitution for conventional paper-based documents and to ensure such Transactions are not legally invalid or unenforceable as a result of the use of available electronic technologies for the mutual benefits of the parties.

NOW THEREFORE, the parties, intending to be legally bound agree as follows:

Section 1. Prerequisites

1.1 Documents; Standards. Each party shall electronically transmit to or receive from the other party each of the transaction sets listed in the Appendix (collectively "Documents"). Documents include billings for utility service and payments which are (1) the electronically transmitted information delivered to Trade Partner from PG&E, or to PG&E from Trade Partner, and (2) the non-electronically transmitted utility billings and payments transmitted during testing periods or equipment failures. All Documents shall be transmitted in accordance with the standards set forth in the Appendix.

1.2 Scope of the Agreement. This Agreement shall govern and apply to all Documents and information related to Transactions electronically transmitted from either party to the other.

1.3 Third-Party Service Providers.

1.3.1 Documents will be transmitted electronically to each party either directly or through any third party service provider ("Provider") with which either party may contract on its own behalf. Either party may modify its election to use, not use or change its Provider upon 30 days prior written notice.

1.3.2 Each party shall be responsible for the costs and performance of any Provider with which it contracts, unless otherwise set forth in the Appendix.

1.4 System Operations. Each party, at its own expense, shall provide and maintain the equipment, software, services and testing necessary to effectively and reliably transmit and receive Documents.

1.5 Security Procedures. Each party shall properly use those security procedures, including those specified in the Appendix if any, which are reasonably sufficient to ensure that all transmissions of Documents are authorized and to protect its business records and data from improper access.

Form No. 79-851
Page of 7
Field Application Support
August 9, 1994

1.5 - [ELECTRONIC DATA INTERCHANGE \(EDI\) TRADING PARTNER AGREEMENT \(PAGE 1 OF 7\)](#)

APPENDIX

The following shows the first page of the Appendix to the EDI Trading Partner Agreement. The Appendix is a part of the EDI Trading Partner Agreement document.

APPENDIX

STANDARDS. The Trade Partner and PG&E agree that the American National Standards Institute (ANSI) Business Data Interchange Standards (currently ANSI X12) shall be the standards for the exchange of EDI transmissions between the parties.

Non-electronically transmitted documents will be sent by certified, registered or first class mail or special delivery, postage prepaid.

DOCUMENTS. Documents include, but are not limited to, the following transaction(s):

Transaction Set No	Document Name or Description
810	Invoice
820	Payment
997	Functional Acknowledgment

GUIDELINES.

Maintenance of Document Log. Each of the parties agree to maintain a complete document log of all communications sent and received to and from the other party without any modifications. Documents contained in such document logs shall be retrievable in readable form. Each party shall store said document log for a period of four years and shall make it available to the other party upon request.

THIRD PARTY SERVICE PROVIDERS.

Trade Partner:

Name	Address	Telephone No.
------	---------	---------------

Pacific Gas and Electric Company:

Name	Address	Telephone No.
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Herbinger EDI	1055 Lenox Park Blvd. Atlanta, GA 30319	(800) 367-4272
Wells Fargo Bank, N.A.	420 Montgomery St. San Francisco, CA 94163	(213) 6-4-4788

Appendix
Part No. 79-861
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Field Applications Support
August 4, 1996


1.6 - APPENDIX TO THE EDI TRADING PARTNER AGREEMENT

1. Under the Documents section, list any electronic transactions which will be performed. For Consolidated ESP billing, these transactions will include 810 (invoice), 820 (send and remit payment), and 997 (acknowledgment). Since the 810, 820, and 997 transactions are currently the most common, they have been included on the Appendix.
2. Under the Third Party Service Providers section, specify the Electric ESP's legal, business name, address, and telephone number.
3. Under the Security Procedures section, describe any security procedures with respect to the transmission of documents.

- Under the Existing Agreements section, the Electric ESP will need to list any special conditions and agreements which may impact how the exchange of Consolidated ESP billing information must be handled.

EDI SETUP FORM

The following shows the [EDI Setup Form](#).

		PACIFIC GAS AND ELECTRIC COMPANY EDI Trading Partner Setup Form	
Trade Partner Name: _____			
PC&E Customer Name: _____			
EDI Business Contact: _____		Phone: _____	
FAX: _____		Internet Address: _____	
EDI Technical Contact: _____		Phone: _____	
FAX: _____		Internet Address: _____	
Sender/Receiver ID: _____		ID Qualifier: _____	
Mailing Address: _____			
Value Added Network: _____			
Industry Standard/Version: _____			
Supported Transaction Sets: _____			
Value Added Service Bank: _____			
Bank Transit Routing Number: _____			
Bank Account Number: _____			
NACHA Format: CTX/820 y o: n _____ Other _____			
Mailing address you would like PG&E to use for all Regulatory mandated material: _____ _____ _____			
Version Date: 3/16/96		setupfm.doc	

1.7 - [EDI SETUP FORM](#)

In order to initiate EDI setup with PG&E, the Electric ESP will need to complete the [EDI Setup Form](#), indicating EDI contacts, Value Added Network (VAN), version, supported transaction sets, value added service bank, bank transit routing number, bank account number, etc.

METER DATA MANAGEMENT AGENT (MDMA) QUALIFICATION/APPROVAL

Electric ESPs who wish to provide MDMA services or use the services of an MDMA other than PG&E will need to have their prospective MDMA complete and submit the PG&E's Application for MDMA Approval and MDMA Approval Checklist to ESP Services by fax (415-973-8494) or mail (see next section). The application and checklist are available through the "[DA Documents](#)" link on the ESP Resource Center website (see Information Websites at the end of Chapter 1 in this handbook). The name of the document is "[MDMA Qualification Instructions](#)". For detailed information on the MDMA approval process, see the section Meter Data Management Agent (MDMA) Requirements in Chapter 5: Metering.

2. Electric ESP submits completed DA startup documentation to ESP Services

Electric ESPs will need to submit two (2) sets of completed and executed DA forms, with original signatures, as well as one set of financial statements, to PG&E at the following address:

ESP Services
Yolanda Lerma
Pacific Gas and Electric Company
77 Beale Street
P.O. Box 770000
M/C B19C
San Francisco, CA 94177

3. ESP Services Representative contacts Electric ESP upon receipt of DA startup documents

ESP Services reviews every set of DA startup documentation received from Electric ESPs to ensure that all information required for the level of service that the Electric ESP intends to offer to its end-use customers has been provided. An ESP Services Representative will contact the Electric ESP upon receipt of the DA startup documentation package to discuss the next steps related to DA participation, such as the submission of DASRs, or to request additional information from the Electric ESP.

4. PG&E reviews all submitted DA startup documentation

The sections below describe PG&E's role in reviewing the DA forms and documents, which the Electric ESP has submitted. The first section provides a process timeline and is followed by sections describing how PG&E handles each type of DA document.

DA STARTUP DOCUMENTATION REVIEW TIMELINE

The timeline below illustrates the amount of time that an Electric ESP should expect for the review of DA documents submitted to PG&E. Under normal conditions, PG&E will ensure that document processing takes place within the time allowances indicated below. Electric ESPs should use the timeline to assist with the planning of their DA roll-out.

Day 1 on the timeline represents the day that ESP Services receives the DA documentation package from the Electric ESP. Timely processing of the ESP Service Agreement, ESP Credit Application, and EDI forms is contingent upon PG&E receiving all completed required documents from the Electric ESP.

ESP SERVICE AGREEMENT PROCESSING

1. Under normal conditions, PG&E will execute the ESP Service Agreement within two business days of receipt.
2. PG&E will forward one of the fully executed ESP Service Agreement documents to the Electric ESP at the address indicated within Section 13.1 of the agreement.

ESP CREDIT APPLICATION PROCESSING

1. Upon receipt of the Electric ESP's credit application and financial statements, PG&E's Credit Risk Management Unit (CRMU) will review the application and other required financial information (i.e. Moody's, D&B, audited financial statements) to determine the credit worthiness of the Electric ESP in accordance with the provisions under PG&E's DA Rule 22.

If the CRMU has the completed [ESP Credit Application](#), financial statements, and any other documentation necessary to conduct its credit evaluation of the Electric ESP, the process normally will be completed within ten (10) business days.

2. The CRMU will advise the Electric ESP and PG&E's ESP Services regarding the outcome of the Electric ESP's credit evaluation (i.e. if the Electric ESP's credit rating is sufficient, or if PG&E will require additional security).
3. Once ESP Services has been informed that the Electric ESP's credit has been either approved or denied, it will reflect the appropriate information in PG&E's ESP database, which is used to validate the DASRs PG&E receives from the Electric ESP.
4. The original credit documents (for example, credit application, financial statements, surety bond, letter of credit or guarantee), will be maintained in a file at PG&E's CRMU.

CREDIT ACCEPTANCE

If the Electric ESP's credit is approved, the Electric ESP will be eligible to offer Consolidated ESP billing to end-use customers.

CREDIT DENIAL

If the credit requirements outlined above are not met, the Electric ESP will not be eligible to offer Consolidated ESP billing to end-use customers until credit is established. PG&E will automatically establish Separate billing for the Electric ESP, unless the Electric ESP requests Consolidated UDC billing.

DIRECT ACCESS CONSOLIDATED BILLING OPTIONS WORKSHEET

PG&E will process the Direct Access Consolidated Billing Options Worksheet internally upon receipt.

EDI TRADING PARTNER AGREEMENT PROCESSING

1. PG&E will normally execute the EDI Trading Partner Agreement within two business days of receipt.
2. PG&E will forward one of the fully executed EDI Trading Partner Agreement documents to the Electric ESP at the address provided.

EDI SETUP FORM

PG&E will process the EDI Setup Form internally upon receipt.

MDMA APPLICATION AND CHECKLIST

PG&E will process the Application for MDMA Approval and MDMA Approval Checklist within ten (10) days of receipt.

5. ESP Services Representative informs the Electric ESP of the type of DA participation for which it is eligible

An ESP Services Representative will inform the Electric ESP of the type of DA participation for which it is currently eligible. If the Electric ESP correctly completed and executed the ESP Service Agreement, it should be able to participate in DA and offer Separate billing to its end-use customers.

The Electric ESP will be eligible to offer Consolidated ESP billing to its customers if it has obtained credit approval, has submitted a completed Consolidated Billing Options Worksheet, and has submitted the EDI Trading Partner Agreement and EDI Setup Form. However, the Electric ESP will not be able to activate Consolidated ESP billing until it has fulfilled the applicable systems requirements for EDI, which are discussed in Chapter 3: Direct Access Setup.

Information Websites

Electric ESPs may wish to add the following sites as “favorite” links on their web browsers for easy access to information about PG&E’s Direct Access program.

NAME	ADDRESS
PG&E Corporation	WWW.PGE.COM
Electric ESP (Electric Energy Service Provider) Resource Center	WWW.PGE.COM/ESP
Gas ESP (Gas Energy Service Provider) Resource Center	WWW.PGE.COM/CTA
EDI	WWW.PGE.COM/EDI
Web Tariff Book	WWW.PGE.COM/TARIFFS
DES	MADS.PGE.COM
CPUC	WWW.CPUC.CA.GOV
California Independent Systems Operator (CAISO)	WWW.CAISO.COM

